



Total Workforce Management Services (TWMS)

Workforce Manager 2.0 //

**** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE ****

**** Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties ****

NAVIGATION:

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[Login/Logout](#)

Information:

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Log into Website

PASSWORD:

[SUBMIT](#)

[reset](#)

[Click here for an Account Application](#)

[Forget Your Password? Click Here](#)

[Click Here for Self-Service/myTWMS
\(Access your own record only\)](#)

[Click Here to Access TWMS Employee Locator](#)

[Disclaimer](#)

[System \(IS\)](#)

Step 1. If you have an account click here. If you have a CAC card you probably already have an account. Try this button first.....

Step 2. If you don't have an account click here.

-Security protections may be utilized on this IS to protect certain interests that are important to the USG. For example, passwords, access cards, encryption or biometric access controls provide security for the benefit of the USG. These protections are not provided for your benefit or privacy and maybe modified or eliminated at the USG's discretion.

Navigation:
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Benefits/Leave Info
Pay Info (MyPay)
Training/Educ/Cert & Skills
Personal/Recall Information
Security Clearance Info
SF50s/Work History
IA Workforce Info
Awards Info
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Tools/Actions:
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Employee Locator
Online Training & Notices
OPNAV 5239/SAAR-N Form
SF182 Training Request
Uploaded Documents
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Correcting your Data
Data Update Status
User Guide
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NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
:	63110 / CN1100	63110 / CN1100	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SERIES	GRADE/BAND	TARGET
MANAGEMENT ANALYST	GS	0343		

GENERAL INFORMATION			
EMPLOYEE STATUS:	Active - On Board		
WORK SCHEDULE:	Full Time	WEEKLY HOURS:	40
TELEWORKER:	No	TELEWORK SHIFT:	
WORK SHIFT:	1st - 0730-1600	WORK SHIFT TYPE:	
APPOINTMENT TYPE:	Competitive - Career	TENURE GROUP:	1 - Career / Permanent
PAYROLL ORG CODE:	HC111	PAY RATE DETERMINANT:	(0) Regular Rate
VETERANS PREF:	5-Point	VETERANS PREF RIF:	None
VETERAN STATUS:	Post-Vietnam-Era Veteran	ANNUITANT STATUS:	Ret Enlisted
SPECIAL PROGRAM ID:	Not Applicable	TRAINING PROGRAM ID:	Not Applicable

IMMEDIATE SUPERVISOR					
NAME:	ANDERSON, BENNY	ORG CODE:	CN1000	WORK PHONE:	
WORK LOCATION					
BASE LOCATION:	Select	ROOM NUMBER:	102C	CUBICLE/SPACE:	
IMPORTANT DATES					
SCD CIV:	5/1/2005	SCD RIF:	5/1/2005		
BIENNIAL DATE (LEQ):	1/3/2010	DATE WGI DUE:	12/30/2012		
D CURRENT COMMAND	5/11/2008	DATE START PRESENT POSITION:	8/15/2010		
ERSION TO CAREER DUE:	N/A	DATE SUPV/MGR PROBATION EXPIRES:	N/A		
DATE TEMP PROMOTION EXPIRES:	N/A	DATE SES PROBATION EXPIRES:	N/A		
DATE LWOP EXPIRES:	N/A	DATE CAREER PROMOTION DUE:	N/A		
DATE TEMP APPOINTMENT EXPIRES:	N/A	DATE RECRUITMENT RELOCATION AGR EXPIRES:	N/A		
DATE OVERSEAS TOUR EXPIRES:	N/A	LQA EFFECTIVE DATE:	N/A		

Update Reset

Step 3. To
access online
training, click
on this
navigation link

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REQUIRED TRAINING **AVAILABLE TRAINING**

The following courses are required and have not yet been completed.

To take a course, click on the course name. Once completed, your training record will be updated.

To view what training classes you have completed, please click on the Training/Educ/Certs & Skills button from the Navigation Menu on the left side of your screen.

REQUIREMENTS

ID	REQUIREMENT	REQUIRED BY
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You have completed all requirements on [your command](#)

Step 4. Click on
the "Available
Training"
navigation link

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TITLE	PAY PLAN/SCHED	SERIES	GRADE/BAND	TARGET
MANAGEMENT ANALYST	GS			

REQUIRED TRAINING	AVAILABLE TRAINING
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The following courses are available.

If you have required courses to complete, they will be shown on the REQUIRED TRAINING tab. To take any of the courses below, click on the course name. Once completed, your training record will be updated.

To view what training classes you have completed, please click on the Training/Educ/Certs button on the sidebar on the left side of your screen.

TWMS AVAILABLE COURSES		
Course Title	Notes	Date Last Completed
• 2010 ANNUAL ETHICS TRAINING (CEU: 0)	Required for all filers of the Confidential Financial Disclosure Report (OGE form 450) or Standard Form 278 Executive Branch Personnel Public Financial Disclosure Report. Optional for all others unless otherwise directed by your Major Command, Activity, Installation or Supervisor.	--
• 2010 ANNUAL RECORDS MANAGEMENT REFRESHER TRAINING (CEU: 0)		2010-12-08
• ALTERNATE DISPUTE RESOLUTION MEDIATION (CEU: 0)	For Fleet Forces Command and COMPACFLT employees only.	--
• ANNUAL SECURITY BRIEF (CEU: 0)	Mandatory for CNIC personnel to be completed every 12 months, optional for all others.	2010-12-08
• ATFP LEVEL I AWARENESS TRAINING FOR DOD CIVILIANS (CEU: 0)	Mandatory for all personnel to be completed every 12 months	2010-12-08
• BED BUGS AWARENESS (CEU: 0)		--
• CAO IPT: AN INTRODUCTION (CEU: 0)		--
• CMMI PROCESSES (CEU: 0)		--
• CONSTITUTION DAY TRAINING (CEU: 0)		--
• COUNTER INTELLIGENCE AWARENESS BRIEF (CEU: 0)		--
• DIVERSITY TRAINING FOR SUPERVISORS-FY09 (CEU: 0)	Optional unless directed by your Major Command, Activity, Installation or Supervisor.	--

Step 5. Find the course you are interested in, and then click on the navigation link

If you complete training in TWMS or NKO I do not need a copy of your completion certificate. I will get the data from TWMS and/or NKO.